



King County

KCGIS Training Registration Form

**Department of Natural Resources and Parks
King County GIS Center
Attention: Cheryl Wilder
201 South Jackson Street, Suite 700
Seattle, WA 98104-3855
Phone (206) 263-5220
Fax (206) 263-3145**

Course: _____ Cost: _____

Date(s): _____

Agency: _____

Registrant(s):	First Name	Last Name	Phone#	Fax#
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

Please provide your payment information:

☐

Charge Nos. (ARMS or IBIS codes): _____

☐

Payment by check included. (Please record your contact information.)

Contact Name:
Organization:
Phone:
Email:
Address:
City, State, ZIP:

APPROVAL

Supervisor signature: _____

Supervisor name printed: _____

Date: _____

CHARGE INFORMATION AND SUPERVISOR APPROVAL MUST BE COMPLETED TO GUARANTEE REGISTRATION ACCEPTANCE

Registered students who cancel with less than five days notice, or who fail to attend the course even though registered, will be billed for the course. The student is responsible for attending the course, arranging for a replacement and notifying the KCGIS Training Coordinator. Payment must be received 2 weeks before the scheduled start date.

Registration and enrollment is subject to the Standard Training Terms and Conditions on Page 2 of this form.

KING COUNTY GIS CENTER

KCGIS CENTER PROVIDED TRAINING SERVICES STANDARD TRAINING TERMS AND CONDITIONS

TRAINING SERVICES TO BE PROVIDED: The contents of each King County GIS Center training course are outlined in the Training Course Descriptions (see: http://www.metrokc.gov/gis/services/training_course_outline.htm). However, KCGIS Center reserves the right to adjust the syllabus of any course at its sole discretion and without notice.

WARRANTY: King County GIS Center has resources and staff with the necessary knowledge, skills, and abilities to provide the training services offered. Notwithstanding, all training services are provided "as-is," without a guarantee or warranty of any kind, either expressed or implied. KCGIS Center is not responsible for the performance of any student after attending a course.

LIMITATION OF LIABILITY: King County GIS Center shall not be liable for any indirect, special, or consequential damages which may arise from its performance under this agreement.

CLIENT RESPONSIBILITY: The customer is responsible to ensure that:

- Students meet the prerequisites and recommendations as outlined in the Training Course Description.
- Students attend each training session at the set schedule and participate in training activities as directed by the instructor.
- Students will make themselves aware of and adhere to the KCGIS Center Training Facility policies related to health, safety, security, and emergencies.
- Students will not copy, in whole or in part, any copyrighted course material acquired during the course.
- Client cancellations must be received in writing and must be received by KCGIS Center no less than two weeks before the start of the course. The client may substitute a suitably qualified alternate for any student enrolled at any time up to commencement of the course. Registered students who cancel with less than two weeks notice, or who fail to attend the course even though registered, will be billed for the full cost of the course.

KCGIS Center reserves the right to terminate the training course for any attendee it feels is not fit to attend.

REGISTRATION AND PAYMENT: The price for each King County GIS Center training course is published on the KCGIS Center Web site (see: http://www.metrokc.gov/gis/services/training_register.htm). KCGIS Center reserves the right to change the published training price at the beginning of each calendar year, or upon advance notice if costs change significantly at other times.

To register, a Training Registration form must be sent to the KCGIS Center Training Coordinator.

Payment for King County employees is made by interfund transfer. Payment must be received no less than two weeks before the scheduled start date of class. Non-King County Government agencies must provide a check for the full amount of the training cost made out to the King County Finance Department. Payment by check must be received no less than two weeks prior to the scheduled class start date.

All students will receive a confirmation e-mail one week before each class.

COURSE CANCELLATIONS: If the number of registered students is not adequate to justify the cost of presenting the course prior to the scheduled start date, the course will be cancelled and rescheduled at a later date. All registered students will be notified immediately of any course cancellations. If a course is cancelled by KCGIS Center, registered students will be given the option to register in a future course or to receive a full tuition refund.

If, where notice has not been given but KCGIS Center is not able to start or continue a course as scheduled due to illness or unavoidable absence of the KCGIS Center instructor, or for any other reason beyond KCGIS Center's reasonable control, KCGIS Center will attempt to remedy the situation by either rescheduling the course or refunding tuition.

NOTE: King County GIS Center may include client names in future informational material, unless requested otherwise by client.